

Message

From: Joffe, Brian [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=0644518D69B8434FA56F868D73CB6657-BJOFFE]
Sent: 9/14/2020 2:46:41 PM
To: Volk, Everett [volk.everett@epa.gov]
Subject: FW: End of year performance reporting due date timeline
Attachments: Final ORC FY 2019 Organizational Assessment.docx; FY19 ORC Counseling Accomplishments.docx

Everett – attaching our Branch org assessment submission that we sent forward last year. Could you take first stab at pulling together our list for this year? I'll add to it once I have your list. If you could get that to me by Wednesday morning at 10 I'll finish it up and send it to K.C. on Thursday.

Thanks.

Brian

Brian Joffe
Associate Regional Counsel
Legal Counseling and FOIA Branch
EPA Region 8
1595 Wynkoop St.
Denver, CO 80202
Ph: (303) 312-6499

NOTICE: This communication may contain deliberative, privileged, or other confidential information. Do not release under FOIA without appropriate review. If you are not the intended recipient, or believe you have received this communication in error, please delete the copy you received, and do not print, copy, re-transmit, disseminate or otherwise use the information.

From: Schefski, Kenneth <Schefski.Kenneth@epa.gov>
Sent: Wednesday, September 2, 2020 12:16 PM
To: Sutin, Elyana <Sutin.Elyana@epa.gov>; Joffe, Brian <Joffe.Brian@epa.gov>; Madigan, Andrea <Madigan.Andrea@epa.gov>; Swanson, Amy <Swanson.Amy@epa.gov>; Thompson, Christopher <Thompson.Christopher@epa.gov>; Volk, Everett <volk.everett@epa.gov>
Cc: Haniewicz, Melissa <Haniewicz.Melissa@epa.gov>
Subject: RE: End of year performance reporting due date timeline

I'm also attaching the ORC Org Assessment from FY19. I'll need your help to compile this info for FY20 and we will discuss tomorrow.

K.C. Schefski
Regional Counsel
US EPA, Region 8
1595 Wynkoop Street
Denver, CO 80202

Work: 303.312.6843 | Cell: 303-549-5915 | Fax: 303-312-7202

This email is for the intended recipient only and may contain material that is privileged and/or confidential. If you believe you have received this email in error, please notify the sender. Thank you.

From: Sutin, Elyana <Sutin.Elyana@epa.gov>
Sent: Wednesday, September 2, 2020 12:07 PM
To: Joffe, Brian <Joffe.Brian@epa.gov>; Madigan, Andrea <Madigan.Andrea@epa.gov>; Schefski, Kenneth

<Schefski.Kenneth@epa.gov>; Sutin, Elyana <Sutin.Elyana@epa.gov>; Swanson, Amy <Swanson.Amy@epa.gov>; Thompson, Christopher <Thompson.Christopher@epa.gov>; Volk, Everett <volk.everett@epa.gov>
Cc: Haniewicz, Melissa <Haniewicz.Melissa@epa.gov>
Subject: FW: End of year performance reporting due date timeline

LT,

I mentioned this to you all on Monday. We will discuss in more detail during our meeting tomorrow. As a reminder of what we did last year and to get everyone thinking about this year's reports, you can access the documents through the link provided below. Please let me know if you are not able to get the documents using the link.

Thanks,

Elyana R. Sutin
Deputy Regional Counsel
U.S. EPA Region 8
1595 Wynkoop St.
Denver, CO 80202

work: 303.312.6899 | cell: 303.253.5149 | fax: 303.312.6859



From: Scholten, Karly <Scholten.Karly@epa.gov>
Sent: Tuesday, September 1, 2020 12:10 PM
To: R8 SLT <R8_SLT@epa.gov>
Subject: FW: End of year performance reporting due date timeline

SLT,

If you'd like your LT to access the folder/documents that I referenced below, please share this [updated link](#).

Sorry for the confusion,

Karly

Karly Scholten | Region 8 Regional Planner | U.S. EPA Region 8, 8MSD-FM | 1595 Wynkoop Street | Denver, Colorado 80202 | 303.312.6418

From: Scholten, Karly <Scholten.Karly@epa.gov>
Sent: Wednesday, August 26, 2020 9:33 AM
To: R8 SLT <R8_SLT@epa.gov>
Cc: Bielenberg, Ben <Bielenberg.Ben@epa.gov>
Subject: End of year performance reporting due date timeline
Importance: High

SLT,

The Organization Assessment, the End-of-Year Report, and the SES Self-Assessments are due in September / October. I'm sending this email so you and your leadership teams have sufficient time to compile information for each of these requests. Please note, I'm sending this before I have the Org Assessment template from HQ. However, I expect the general format to be similar enough to last year to get started. When I receive the official template, I will share it immediately. Below is a breakdown of the different requests and the due dates associated with each. Please share this with your leadership teams or anyone that might play a role in drafting and compiling this information. If you or your teams have any questions, please let me know.

FY20 DD EOY Reporting – OneDrive folder with templates, guidance, and examples (all of RLT should have access to this folder)

Organization Assessment – Due September 24

- I haven't received the FY20 Org. Assessment template yet, however, I do know that it will be a similar format as last year. I've created a OneDrive folder with the templates and prior year examples. When HQ issues the final guidance and official template, I will share it.
- This must be a one-page document for your entire Division. Please highlight the major accomplishments that I should include in the R8 Org. Assessment.

End-of-Year Report – Due October 9

- The end of year report highlights the region's major accomplishments. This format focuses on high profile projects or successes that the region had this fiscal year in a narrative format. FY18's and FY19's End-of-Year report are located in the OneDrive for reference. Please submit accomplishments using the guidance provided below.
 - Programs draft write-ups (approximately 1-2 paragraphs) that address the following:
 - What we did
 - Who it helped (focus on the public)
 - How we did it
 - Include any or all of the following: pictures, graphs, charts, and or data

SES Self-Assessment – Have not heard - tentatively October 9

- Please submit specific accomplishments that the RA or DRA worked closely with you on this year.

Draft Schedule – Final schedule will be shared when HQ dates are issued

DATE DUE	ACTIVITY
September 24	SLT submits 1-page Organization Assessment template highlighting the most significant division accomplishments to Regional Planner. Please submit via OneDrive folder .
September 30	Regional Planner submits draft R8 Org. Assessment to SLT for comments.
October 2	SLT comments on draft R8 Org. Assessment due to Regional Planner.
October 9	RA and DRA submit Organizational Assessment to HQ.
<i>Tentative October 9</i>	SES Self-Assessments due to DRA
<i>Tentative October 9</i>	SLT send key projects for DRA and RA Self-Assessments to Regional Planner. (Please share projects that the RA or DRA worked directly with you on this year. These are incorporated into their self-assessments.)
October 9	SLT sends draft End-of-Year highlights to Regional Planner.
<i>No dates set yet</i>	Public Affairs submits draft EOY report to RA/DRA for comment.

No dates set yet	EOY Report Complete
------------------	---------------------

As always, please call/email me with any questions.

Thanks,

Karly

Karly Scholten | Region 8 Regional Planner | U.S. EPA Region 8, 8TMS-FMP | 1595 Wynkoop Street, | Denver, Colorado 80202 | 303.312.6418